

## Environmental Protection Agency

**Job Title:** Administrative Officer, GS-0341-09/11

**Agency:** Environmental Protection Agency

**Hiring Organization:** Environmental Protection Agency

**Job Announcement Number:** RTP-ORD-MP-2011-0303

**SALARY RANGE:** \$48,895.00 to \$76,902.00 /

**OPEN PERIOD:** to

**SERIES & GRADE:** GS-0341-09/11

**POSITION INFORMATION:** Full-time - Permanent

**PROMOTION POTENTIAL:** 11

**DUTY LOCATIONS:** 1 vacancy - Research Triangle Park, NC

**WHO MAY APPLY:** You may apply if you:

1-Work in the commuting area of Research Triangle Park, North Carolina - as a current federal employee with competitive status; are reinstatement, non-competitive appointment, ICTAP or EPA CTAP eligible;

or

2-Live anywhere as: a preference eligible veteran or honorably discharged from the armed services after 3 -years or more of continuous active service; or Public Health Service Officer.

### JOB SUMMARY:

Earth Day is every day at EPA! Come help us protect the environment! Our diverse workforce connects to more than just a career-we share a common passion to promote a cleaner, healthier environment. Discover how exciting safeguarding our natural resources and protecting human health can be. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities. Find yourself at EPA. See more about us here: <http://www.epa.gov>.

This position is located in Office of Research and Development, Office of Administrative and Research Support, Human Resources Division, Immediate Office, Research Triangle Park, North Carolina.

For more information on this office, visit their website:  
[www.epa.gov/aboutepa/ord.html](http://www.epa.gov/aboutepa/ord.html)

### KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents (See How to Apply Tab)

### DUTIES:

At the full performance level, you will:

- serve as an advisor to managers on ways to improve the effectiveness of administrative work methods and procedures;
- participate in meetings or work groups to address administrative issues, resolve problems and provide recommendations for correcting or improving administrative functions;
- assume responsibility for management and oversight of various administrative programs in the Division, including records management, property management, travel, space-related issues and Freedom of Information Act;
- personally or through delegation to other administrative support personnel, be responsible for the administrative support activities of the Director's office;

- serve as timekeeper and purchase card holder for Division.

At the lower grade level, your assignments may be less complex and/or you may need more guidance from your supervisor.

You will spend less than 25% of your work time on contracts.

**QUALIFICATIONS REQUIRED:**

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-09 level, you need to have at least one year of full time experience defined as coordinating and evaluating a range of administrative services for an organization; interpreting and applying administrative procedures, regulations, and processes; serving as point of contact for information for the administrative support personnel who service an organization OR master's or equivalent graduate degree; or 2 full years of progressively higher level graduate education leading to such a degree; or LL.B. or J.D., if related; degree in any academic discipline.

To qualify for the GS-11 level, you need to have at least one year of full time experience defined as planning, prioritizing and directing administrative support functions for an organization; analyzing administrative procedures, regulations, or processes providing advice and recommending courses of action to management, employees and/or customers; distributing work to the administrative support personnel who service an organization OR Ph.D. or equivalent doctoral degree; or 3 full years of progressively higher level graduate education leading to such a degree; or LL.M., in any academic discipline.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: 1)Ability to analyze organizational administrative needs and problems and develop recommendations and implementation plans; 2)Skill in performing office automation duties using software applications such as electronic mail, desktop publishing, calendar, spreadsheet, database, and/or graphics; 3) Knowledge of computer software and database management systems; 4)Knowledge of property management rules, regulation, and practices; 5)Ability to serve as records management contact for Division; 6)Knowledge of administrative regulations, policies, and concepts in the Federal administrative processes; 7)Skill in oral communication; 8)Skill in written communication.

This position is designated as Low Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

**HOW YOU WILL BE EVALUATED:**

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also

referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

**BENEFITS:**

Join EPA in protecting human health and the environment and enjoy many work life quality options! Working for the EPA offers you a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees. To find out more visit [Benefits](#). To learn more about us, visit [Life and Careers at EPA](#).

**OTHER INFORMATION:**

Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information [http://epa.gov/ohr/ezhire/vacancy\\_requirements.htm](http://epa.gov/ohr/ezhire/vacancy_requirements.htm).

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information [http://epa.gov/ohr/ezhire/vacancy\\_requirements.htm](http://epa.gov/ohr/ezhire/vacancy_requirements.htm).

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

If you have part-time work experience, read this:  
([http://epa.gov/ohr/ezhire/vacancy\\_requirements.htm](http://epa.gov/ohr/ezhire/vacancy_requirements.htm))

**HOW TO APPLY:**

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to [http://epa.gov/ohr/ezhire/vacancy\\_requirements.htm](http://epa.gov/ohr/ezhire/vacancy_requirements.htm).

**REQUIRED DOCUMENTS:**

Documents to be submitted on-line:

- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section.
- Responses to the on-line assessment questionnaire
- College transcripts - required to submit either unofficial transcripts or a list of courses that includes grades earned, completion dates, and quarter or semester hours earned.

--Veterans' Preference Documents (DD-214, VA Letter, and SF-15, if applicable; active duty military submit statement of service from commanding officer documenting dates of active duty and any campaign medals/badges; include character of service).

--Displaced Federal employees under ICTAP/CTAP (Provide these documents: copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, and duty location with your application.) Additional information can be found on our web site:

[http://epa.gov/ohr/ezhire/vacancy\\_requirements.htm](http://epa.gov/ohr/ezhire/vacancy_requirements.htm)

--Current and Former Federal Employees: You are required to submit a Notification of Personnel Action (SF-50) indicating your status eligibility. This SF-50 should include your Position Title, Pay Plan, Occupational Code, and Grade or Level. If you are a current temporary/term employee who previously held a status Federal position, you need to submit your SF-50 which shows your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

--Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

--If you are applying for a noncompetitive appointment, you'll need to submit additional documents to prove your eligibility to apply to this vacancy announcement.

If you want to learn more about noncompetitive appointments, visit OPM's web site: <http://www.opm.gov/employ/students/fedhire.asp#authorities> If you want to know what documentation to submit to our office, visit EPA's web site:

[http://epa.gov/ohr/ezhire/vacancy\\_requirements.htm](http://epa.gov/ohr/ezhire/vacancy_requirements.htm)

**AGENCY CONTACT INFO:**

*Rena Sawyer*  
*Phone: 800-433-9633*  
*Fax: 919-541-0160*  
*Email: [sawyer.rena@epa.gov](mailto:sawyer.rena@epa.gov)*

*Agency Information:*  
*Environmental Protection Agency*  
*US Environmental Protection*  
*Agency*  
*Human Resources Management*  
*Division*  
*Research Triangle Pk, NC*  
*27711 Fax: 919-541-0160*

**WHAT TO EXPECT NEXT:**

You can track the progress of your application package via your USAJobs account.

You will receive an acknowledgement from USAJOBS that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

**Control Number: 2350971**

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